



TOWN OF LAUDERDALE-BY-THE-SEA
4501 OCEAN DRIVE, LAUDERDALE-BY-THE-SEA, FLORIDA 33308
(954)776-3611

**APPLICATION FOR A VACATION RENTAL
CERTIFICATE**

(No less than 7 days or no more than 3 consecutive months)

TOWN ORDINANCE 2009-30 WITHIN CHAPTER 30 SECTION 237 (ATTACHED)

Rental Property Address: _____ **Date:** _____
New () Renewal () Transfer () Square Footage available for Rent _____
Phone Number: _____

OWNERS INFORMATION

Owner's Name: _____
Permanent Mailing Address: _____ **(No P. O. Box)**
City & State: _____ **Zip Code** _____
Home Phone _____ **Cell Phone** _____
Business Phone _____ **Fax** _____
E-Mail (optional) _____ **SIGNATURE:** _____

PROPERTY MANAGERS INFORMATION (If Applicable)

Property Manager's Name: _____
Mailing Address: _____ **(No P. O. Box)**
City & State: _____ **Zip Code** _____
Home Phone _____ **Cell Phone** _____
Business Phone _____ **Fax** _____
E-Mail (optional) _____

24/7 LOCAL CONTACT INFOMRATION

Contact Person's Name _____
Address: _____ **(No P. O. Box)**
City & State: _____ **Zip Code** _____
Home Phone _____ **Cell Phone** _____
Business Phone _____ **Fax** _____
E-Mail (optional) _____

THE FOLLOWING LICENSES MUST BE SUBMITTED: (Refer to State & County Information Sheet)

- () FLORIDA HOTEL/MOTEL LICENSE**
- () FLORIDA DEPARTMENT OF REVENUE SALES TAX**
- () LAUDERDALE-BY-THE-SEA BUSINESS TAX RECEIPT LICENSE**

INSPECTION: There is an annual inspection which is mandatory for maintaining a Vacation Rental License.

ADDITIONAL REQUIREMENTS:

- () PROOF OF COMPLIANCE WITH Uniform Fire Safety Standards for Transient Public Lodging Establishments (Rules 69A-43).**
- () PROOF OF COMPLIANCE WITH Florida Fire Prevention Code (69:-60)**
- () PROOF OF COMPLIANCE WITH Florida Administrative Code where applicable.**
- () PROVIDE A SKETCH OF THE DWELLINGS FLOOR PLAN AND SITE INCLUDING PARKING AREAS.**
(ATTACH SKETCH TO APPLICATION)

() PROVIDE THE NUMBER AND LOCATION OF DESIGNATED PARKING SPACES legally available for Occupants of the vacation rental dwelling, excluding public parking spaces below.

() PROVIDE INDICATION OF WHETHER PETS WILL BE ALLOWED IN THE UNIT.

() YES () NO IF YES, HOW MANY PET(S) _____. TYPE OF PET(S) _____

PROPERTY OWNER'S AGREEMENT:

BY signing this AGREEMENT, the Property Owner agrees to use his or her best efforts to assure that the vacation rental use of the dwelling will not disrupt the residential character of the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their residences. Furthermore, the Property Owner acknowledges that they were provided a copy of Town Ordinance 2009-30 Chapter 30 Section 30-20, Sub-Sections 30-155 and 30-237 for Vacation Rentals.

SIGNATURE: _____

PRINT NAME: _____

I HEREBY DECLARE that all information provided in this application is true and correct and, further, understand that providing false or misleading information on this application may result in being denied, or the loss thereof, of any license or permit issued by the Town of Lauderdale-By-The-Sea which was based upon information provided in this application.

APPLICANT'S SIGNATURE: _____

PRINT NAME: _____

THE ABOVE PERSON IS KNOWN PERSONALY TO ME OR PRODUCED IDENTIFICATION

_____.

SWORN TO AND SUBSCRIBED before me THIS _____ DAY OF _____

20_____

NOTARY PUBLIC: _____

FOR OFFICE USE ONLY

Any other information that this section, or any rules and procedures for implementation of this section that requires the owner to provide to the Town as part of application for or renewal of a Vacation Rental Certificate, please indicate below –

APPROVED BY: _____

DATE: _____

VACATION RENTAL CERTIFICATE FEE: _____

DATE PAID: _____

REFERRAL INFORMATION FOR VACATION RENTALS

1. FLORIDA HOTEL/MOTEL LICENSE - Is required for all Vacation Rentals. To obtain a State License, contact one of the following:
 - a) Call the office and leave a message for an inspection 1-850-487-1395
 - b) E-mail: callcenter@dbpr.state.fl.us
 - c) On Line: www.MyFlorida.com/dbpr

2. FLORIDA DEPARTMENT OF REVENUE SALES TAX - Application for Sales Tax registration forms may be obtained in person, by mail, on line, or call for information.
 - a) Florida Dept. of Revenue 3111 N. University Drive, Suite 501, Coral Springs, FL 33054-5096
 - b) Phone: 954-346-3000
 - c) On Line: www.MyFlorida.com/dorNote: There will be a registration fee.

3. TOWN OF LAUDERDALE-BY-THE-SEA LOCAL BUSINESS TAX - Information and application may be obtained from the following:
 - a) Development Services Department
 - b) Phone: 954-776-3611
 - c) On Line: www.lauderdalebythesea-fl.gov - go to Town Documents – select Business Tax Receipt License (formerly Occupational License)

4. INSPECTION - There is an annual inspection which is mandatory for maintaining a license. If you have further questions regarding safety issues, please call the Lauderdale-By-The-Sea, Development Services Department at 954-776-3611.

5. ALL FEES OR FINES MUST BE PAID BEFORE A LICENSE WILL BE ISSUED.
(Please Refer to attached Fee Schedule).

BUSINESS RELATED AGENCIES

AGENCIES	LOCATIONS	PHONES
Town of Lauderdale-By-The-Sea Zoning Department	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	954-776-3611
Broward County Building Div. for Town of LBTS	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	954-492-1830
Broward County Local Business Tax Receipt License	115 S. Andrews Avenue Fort Lauderdale, FL 33301	954-831-4000
Broward County Consumer Affairs	115 S. Andrews Avenue Fort Lauderdale, FL 33301	954-765-5350
Fictitious Name Registration	Florida Secretary of State's Office www.sunbiz.org	850-487-6058
Department of Professional Regulations (DPBR)		954-917-1330
Competency Card Information		954-765-4400
Health Permits		954-786-5433 954-467-4823
Florida Hotel & Restaurant (Alcohol License)	5080 Coconut Creek Parkway Margate, FL 33063	954-917-1330 850-922-6057
Florida Division of Corporations		850-488-6058
Florida Construction Industry License Board		954-563-8533
Florida Real Estate Board		954-917-1324
B.I.S. (Investigative Services)		954-917-1330
Child Care Licensing		954-765-4646
Broward County Fire Inspectors		954-605-8230
Florida State Sales Tax Information	3111 University Drive, Suite 502 Coral Springs, FL	954-346-3000

Town of Lauderdale-By-The-Sea

VACATION RENTAL

SCHEDULE OF FEES

(Resolution 2009-10)

Town Commission Adopted June 23, 2009

Vacation Rental – (no less than 7 days – no more than 3 consecutive months)

ALL FEES OR FINES MUST BE PAID BEFORE A LICENSE WILL BE ISSUED.

Single Family and Town Homes	New	\$250.00
Single Family and Town Homes	Renewal	\$250.00
Safety Inspection, Re-Inspection, & No Show Inspections		\$ 75.00
Appeal from Revocation or Suspension of Vacation Rental Certificate or of Vacation Rental Agent Status		\$500.00